

*** CONFIDENTIAL**

The local entity must determine if records are confidential or private and mark accordingly.

*** 10 YEAR RULE**

Public records more than ten (10) years old approved for destruction may not be destroyed for at least 180 days after this date: , 20

Authorization is granted on the express condition that all the fiscal records involved have been audited and the audit approved, or such records are not required for future audit, and that all of the records listed have ceased to have sufficient value to warrant future retention and that any **PUBLIC RECORDS** that are **ten (10) years old or older** have been first offered to the Montana Historical Society, the State Archives, Montana public and private universities and colleges, local historical museums, local historical societies, Montana genealogical groups and the general public.

Signatures are required before mailing for approval.

ORDERED BY:**RECORDS APPROVED BY:**

*Governing Body**Date**Phone*

*Local Government Services Committee Member**Date*

*Records Custodian**Date**Phone*

*Montana Historical Society Committee Member**Date*

*Records Custodian**Date**Phone*

*Records & Information Management Committee Member**Date***CERTIFICATE OF DESTRUCTION (Requesting agency use only)**

I hereby attest that I have destroyed, transferred or retained records as designated by the Local Government Subcommittee. If transferred I have noted in the "Comments" column, above, the entity to which the records have been relocated.

*Signature**Title**Date*